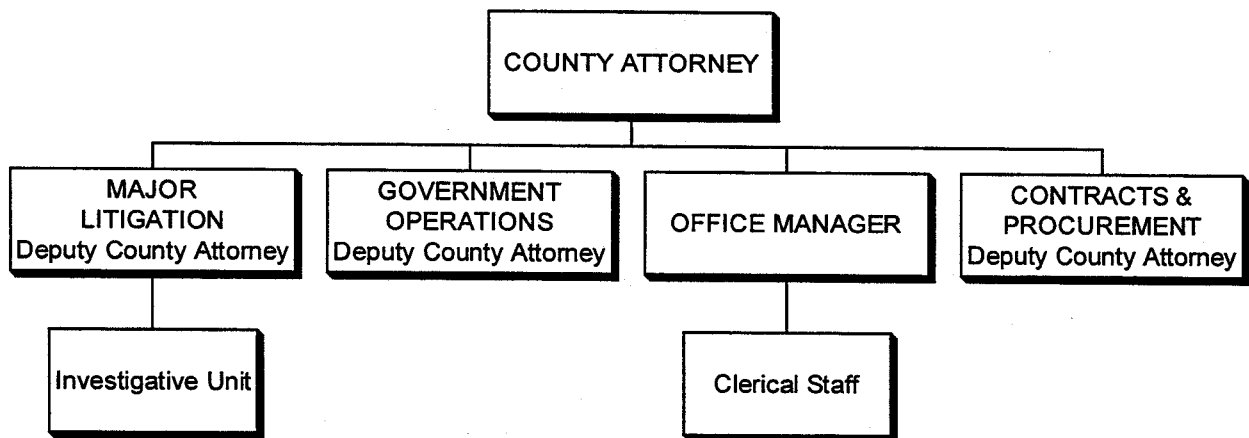


OFFICE OF LAW - 21

MISSION

The mission of the Office of Law is to serve all County agencies and citizens who have matters requiring Office of Law review in an expeditious and professional manner, to effectively enforce the civil laws of the County and to be creative and responsive in its service to County agencies in all matters through a work force committed to excellence, integrity, and teamwork.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Serves as legal advisor to the County Executive, County Council, and all agencies and the various boards, commissions and committees.
- Represents the County in lawsuits; enforces various County ordinances and collection activities.
- Serves as legal counsel to the Department of Social Services and provides legal assistance to the Housing Authority on landlord-tenant issues.
- Provides legal assistance to all County Boards and Commissions through staff resources and outside legal contracts.
- Assists the Board of Ethics, which regulates all lobbying activities and administers the financial disclosure requirements of the Code of Ethics. Educates the public, employees and officials of the County regarding the laws and philosophy of ethics.
- Drafts legislation and reviews legislative proposals of County agencies.
- Reviews all contractual documents for legal sufficiency.

FY2002 HIGHLIGHTS

- Drafted and reviewed County legislation, including a revision of the Housing Code, the School Adequate Public Facilities Test, and the implementation of the 2001-2003 collective bargaining agreements.
- Negotiated real property sale/purchase agreements and drafted their related legal documents. Highlights of these agreements include: preventing the County from exposure to millions of dollars in clean-up costs and receiving \$650,000 for real estate taxes in arrears.
- Implemented a computer software program that performs case/matter management and can provide a platform for electronic legal files.
- Coordinated the reorganization of County government, including the elimination and transfer of responsibility for several county entities.
- Provided staff support to the County's Charter Review Commission.
- Worked with various parties to enhance police accountability. This includes coordination with Department of Justice investigations to enhance the responsibilities of the Chief of Police and the Citizen Complaint Oversight Panel in the investigation of complaints against County law enforcement officers and prosecuting police misconduct cases.

FY2003 OVERVIEW

Training funds continue to be available within the budget for continuing education for attorneys as well as intensive trial training opportunities.

A member of the agency's support staff will continue to assist the Board of Ethics in reviewing complaints and rendering decisions in a timely fashion.

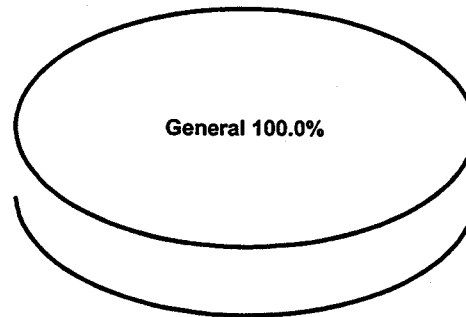
Legal services provided to County agencies as well as semi-autonomous entities such as the Housing Authority continue to be partially reimbursed through recoveries, thus offsetting budgeted costs.

Necessary preparation will occur to brief the incoming administration on all legal issues facing the County.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
TOTAL EXPENDITURES	\$ 2,409,982	\$ 3,031,500	\$ 2,874,800	\$ 3,252,700	7.3%
EXPENDITURE DETAIL					
Office Of Law	3,478,758	4,315,600	4,164,800	4,569,100	5.9%
Recoveries	(1,068,776)	(1,284,100)	(1,290,000)	(1,316,400)	2.5%
TOTAL	\$ 2,409,982	\$ 3,031,500	\$ 2,874,800	\$ 3,252,700	7.3%
SOURCES OF FUNDS					
General Fund	\$ 2,409,982	\$ 3,031,500	\$ 2,874,800	\$ 3,252,700	7.3%
Other County Operating Funds:					
TOTAL	\$ 2,409,982	\$ 3,031,500	\$ 2,874,800	\$ 3,252,700	7.3%

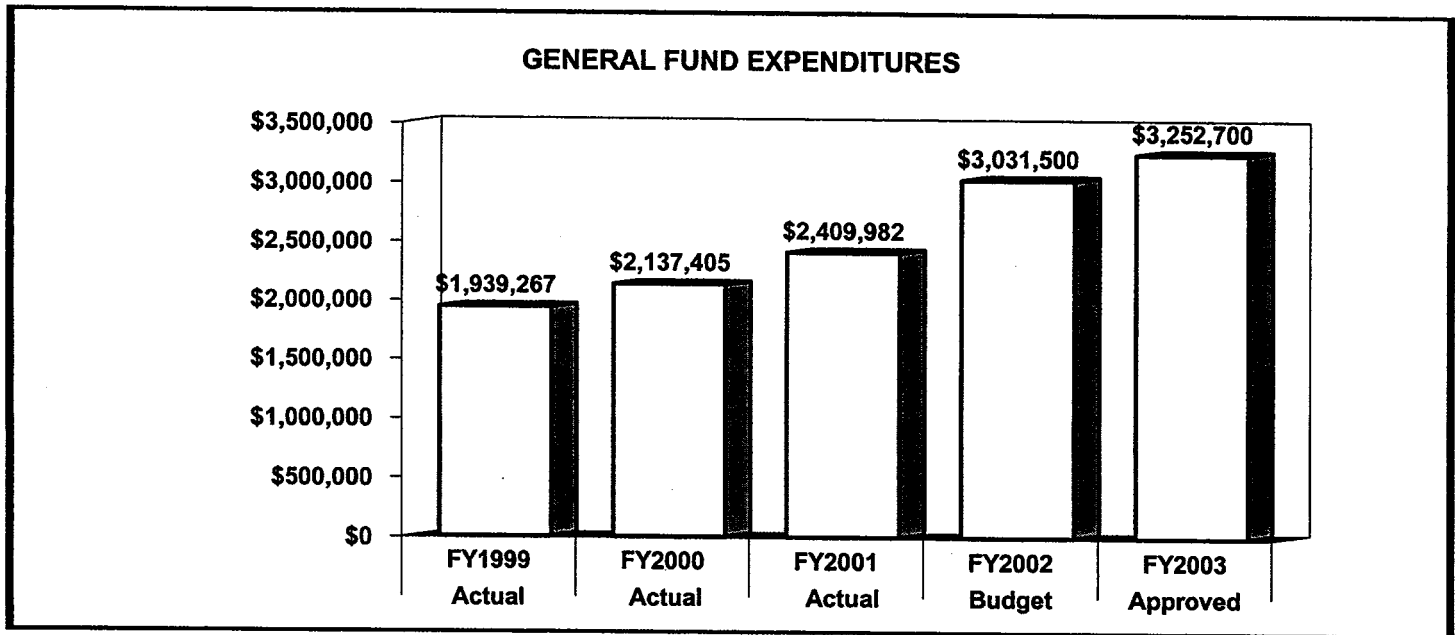
FY2003 SOURCES OF FUNDS

This is a General Fund agency, but a number of other sources reimburse costs through the agency's recoveries.

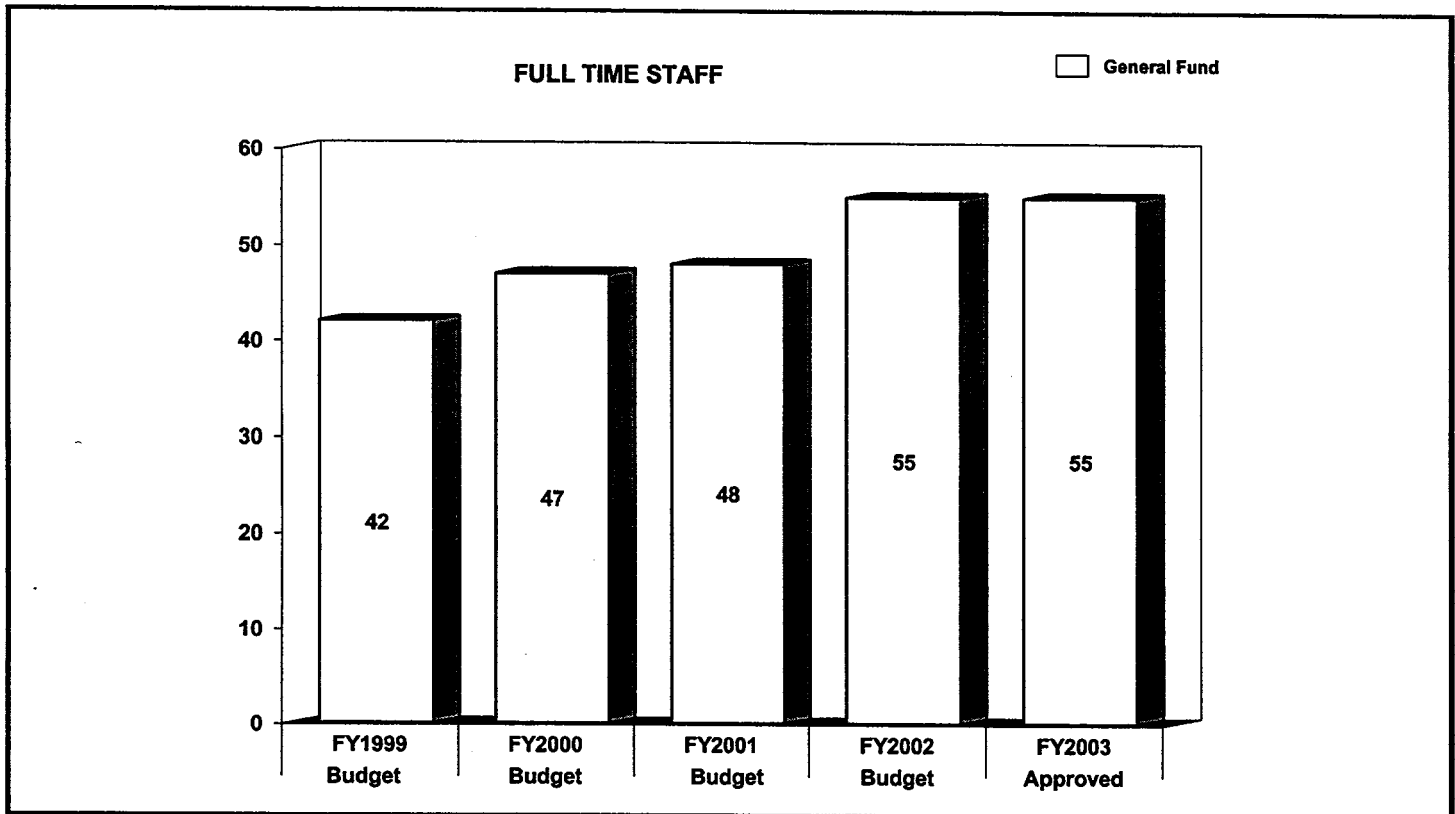


	FY2001 BUDGET	FY2002 BUDGET	FY2003 APPROVED	CHANGE FY2002-FY2003
GENERAL FUND STAFF				
Full Time - Civilian	48	55	55	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	48	55	55	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Directors	1	0	0
Deputy Directors	3	0	0
Attorneys	32	0	0
Administrative Assistants	2	0	0
Investigators	2	0	0
Law Clerks	2	0	0
Administrative Support	13	0	0
TOTAL	55	0	0



The spending level for FY2003 represents an increase of 7.3% from FY2002, and continues to provide funding for the staff and operating expenses allotted in FY2002.



The Office of Law's staffing complement for FY2003 remains constant at 55 full time employees. Seven positions added in the FY2002 approved budget included four new attorney positions, two additional support staff, and an attorney transferred from another agency.

PERFORMANCE MEASURES	FY1999 ACTUAL	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ESTIMATED	FY2003 PROJECTED
<i>Office of Law</i>					
Receipts from Forfeiture Cases	\$612,147	\$477,138	\$599,869	\$191,762	\$150,000
Code Enforcement Cases	1,084	1,300	1,267	1,300	1,300
Personnel Board Cases	89	190	102	140	60
County Legislation (Draft and/or Review)	157	168	182	129	130
Forfeiture Cases referred to Office of Law from Police Department	262	207	222	156	100
<div> <p>Particularly large monetary forfeiture cases have been transferred to the Federal Government, pursuant to the Police Department's Narcotics Enforcement Division instructions. In FY 2001 only 19 cases were transferred to the Federal Government. In FY 2002 at least 30 cases will be transferred and the FY 2003 projected case transfer will exceed 30.</p> </div>					

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 2,661,421	\$ 3,255,700	\$ 3,158,000	\$ 3,486,200	7.1%
Fringe Benefits	525,169	634,500	577,000	657,500	3.6%
Operating Expenses	292,168	425,400	429,800	425,400	0%
Capital Outlay	0	0	0	0	0%
	\$ 3,478,758	\$ 4,315,600	\$ 4,164,800	\$ 4,569,100	5.9%
Recoveries	(1,068,776)	(1,284,100)	(1,290,000)	(1,316,400)	2.5%
TOTAL	\$ 2,409,982	\$ 3,031,500	\$ 2,874,800	\$ 3,252,700	7.3%
STAFF					
Full Time - Civilian	-	55	-	55	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

The budget for the Office of Law will continue to support 55 full time employees. Compensation for FY2003 includes funding for merit increases and cost of living adjustments.

Operating expenses remain at the same level for FY2003 as in FY2002.

In FY2003, the agency will continue to recover from a variety of sources including the Department of Social Services, the Health Department, the Washington Suburban Transit Commission, the Department of Public Works and Transportation, the Fire Department, the Office of Central Services, and the Risk Management Funds.

MAJOR OPERATING EXPENDITURES FY2003	
Office Automation	\$ 190,600
General and Administrative Contracts	\$ 66,300
Telephones	\$ 32,800
Printing and Reproduction	\$ 31,200
Training	\$ 30,000

